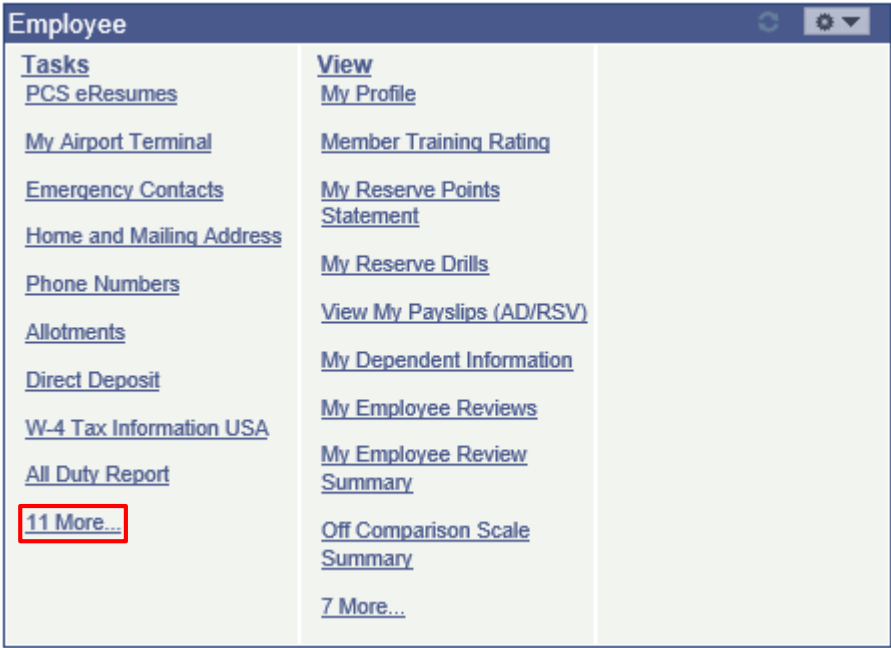



My Member Info

Introduction This guide provides the procedures on how to view My Member Info in Direct Access.


Procedures See below.

Step	Action
<p>1</p>	<p>Select the 11 More... link under Tasks in the Employee pagelet.</p>  <p>The screenshot shows the 'Employee' pagelet with a 'Tasks' section. The '11 More...' link is highlighted with a red box. Other links include PCS eResumes, My Airport Terminal, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, W-4 Tax Information USA, All Duty Report, View My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Dependent Information, My Employee Reviews, My Employee Review Summary, Off Comparison Scale Summary, and 7 More...</p>
<p>2</p>	<p>Then select the My Member Info link.</p>  <p>The screenshot shows the 'CG AD Self Service: Employee' page with a 'Tasks' section. The 'My Member Info' card is highlighted with a red box. Other cards include PCS eResumes, My Airport Terminal, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, W-4 Tax Information USA, All Duty Report, Thrift Savings Plan, Ethnic Groups, My BRS Elections, Annual Screening Questionnaire, My Reserve Orders, My Assignments Endorsements, My Email Addresses, My Member Info (highlighted), My eResume, My Panel Submissions, and Mobilization Resume.</p>

Continued on next page

My Member Info, Continued

Procedures,
continued

Step	Action
3	<p>The member's Empl ID will auto populate. Click the Create Report button. The Coast Guard Member Information Report will open in a new window and will be available to view or print.</p> <div data-bbox="365 638 1142 1010" style="border: 1px solid blue; padding: 10px;"> <p>CG Member Info Report</p> <hr/> <p>Empl ID: <input type="text" value="1953007"/> BOND, JAMES FLEMING</p> <p>Empl Record: <input type="text" value="p"/> </p> <p style="text-align: center;">Create Report</p> </div>
